

	Existing Employment Service Structure	Adopted Prevocational and Supported Employment Services
Service	<p>Prevocational Services</p> <p>Prevocational services include teaching concepts such as compliance, attendance, task completion, problem solving, and safety. Services are not oriented to a specific job task, but instead are aimed at a generalized result. Services shall be reflected in the member’s comprehensive service plan and shall be directed to habilitative objectives rather than to explicit employment objectives</p>	<p>Prevocational Services</p> <p>Prevocational service habilitation. “Prevocational services” means services that provide career exploration, learning and work experiences, including volunteer opportunities, where the member can develop non-job-task-specific strengths and skills that lead to paid employment in individual community settings.</p> <p>a. Scope. Prevocational services are provided to persons who are expected to be able to join the general workforce with the assistance of supported employment. Prevocational services are intended to develop and teach general employability skills relevant to successful participation in individual employment. These skills include but are not limited to the ability to communicate effectively with supervisors, coworkers and customers; an understanding of generally accepted community workplace conduct and dress; the ability to follow directions; the ability to attend to tasks; workplace problem-solving skills and strategies; general workplace safety and mobility training; the ability to navigate local transportation options; financial literacy skills; and skills related to obtaining employment.</p> <p>Prevocational services include career exploration activities to facilitate successful transition to individual employment in the community. Participation in prevocational services is not a prerequisite for individual or small-group supported employment services.</p> <p>(1) Career exploration. Career exploration activities are designed to develop an individual career plan and facilitate the member’s experientially based informed choice regarding the goal of individual employment. Career exploration may be provided in small groups of no more than four members to participate in career exploration activities that include business tours, attending industry education events, benefit information, financial literacy classes, and attending career fairs. Career exploration may be authorized for up to 34 hours, to be completed over 90 days in the member’s local community or nearby communities and may include but is not limited to the following activities:</p> <p>1. Meeting with the member and the member’s family, guardian or legal representative to introduce them to supported employment and explore the member’s employment goals and experiences,</p> <p>2. Business tours,</p> <p>3. Informational interviews,</p> <p>4. Job shadows,</p>

		<p>5. Benefits education and financial literacy,</p> <p>6. Assistive technology assessment, and</p> <p>7. Job exploration events.</p> <p>(2) Expected outcome of service.</p> <p>1. The expected outcome of prevocational services is individual employment in the general workforce, or self-employment, in a setting typically found in the community, where the member interacts with individuals without disabilities, other than those providing services to the member or other individuals with disabilities, to the same extent that individuals without disabilities in comparable positions interact with other persons; and for which the member is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities.</p> <p>2. The expected outcome of the career exploration activity is a written career plan that will guide employment services which lead to community employment or self-employment for the member.</p> <p>b. Setting. Prevocational services shall take place in community-based nonresidential settings.</p> <p>c. Concurrent services. A member’s individual service plan may include two or more types of nonresidential habilitation services (e.g., individual supported employment, long-term job coaching, small-group supported employment, prevocational services, and day habilitation); however, more than one service may not be billed during the same period of time (e.g., the same hour).</p> <p>d. Exclusions. Prevocational services payment shall not be made for the following:</p> <p>(1) Services that are available to the individual under a program funded under Section 110 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (20 U.S.C. 1401 et seq.).</p> <p>Documentation that funding is not available to the individual for the service under these programs shall be maintained in the service plan of each member receiving prevocational services.</p> <p>(2) Services available to the individual that duplicate or replace education or related services defined in the Individuals with Disabilities Education Act (20 U.S.C. 1401 et seq.).</p> <p>(3) Compensation to members for participating in prevocational services.</p> <p>(4) Support for members volunteering in for-profit organizations and businesses other than for-profit organizations, or</p>
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		<p>businesses that have formal volunteer programs in place (e.g., hospitals, nursing homes), and support for members volunteering to benefit the service provider.</p> <p>(5) The provision of vocational services delivered in facility-based settings where individuals are supervised for the primary purpose of producing goods or performing services or where services are aimed at teaching skills for specific types of jobs rather than general skills.</p> <p>(6) A prevocational service plan with the goal or purpose of the service documented as maintaining or supporting the individual in continuing prevocational services or any employment situation similar to sheltered employment.</p> <p>e. Limitations.</p> <p>(1) Time limitation for members starting prevocational services. For members starting prevocational services after May 4, 2016, participation in these services is limited to 24 calendar months. This time limit can be extended to continue beyond 24 months if one or more of the following conditions apply:</p> <ol style="list-style-type: none">1. The member who is in prevocational services is also working in either individual or small-group community employment for at least the number of hours per week desired by the member, as identified in the member’s current service plan; or2. The member who is in prevocational services is also working in either individual or small-group community employment for less than the number of hours per week the member desires, as identified in the member’s current service plan, but the member has services documented in the member’s current service plan, or through another identifiable funding source (e.g., Iowa vocational rehabilitation services (IVRS)), to increase the number of hours the member is working in either individual or small-group community employment; or3. The member is actively engaged in seeking individual or small-group community employment or individual self-employment, and services for this are included in the member’s current service plan or services funded through another identifiable funding source (e.g., IVRS) are documented in the member’s service plan; or4. The member has requested supported employment services from Medicaid and IVRS in the past 24 months, and the member’s request has been denied or the member has been placed on a waiting list by both Medicaid and IVRS; or5. The member has been receiving individual supported employment services (or comparable services available through IVRS) for at least 18 months without obtaining individual or small-group community employment or individual self-employment; or6. The member is participating in career exploration activities as described in subparagraph 78.27(9) “a” (1).
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		<p>(2) Time limitation for members enrolled in prevocational services.</p> <p>For members enrolled in prevocational services on or before May 4, 2016, participation in these services is limited to 90 business days beyond the completion of the career exploration activity including the development of the career plan described in subparagraph 78.27(9)“a”(1). This time limit can be extended as stated in paragraphs 78.27(9)“e”(1)“1” through “6.” If the criteria in paragraphs 78.27(9) “e” (1) “1” through “6” do not apply, the member will not be reauthorized to continue prevocational services.</p>
Reimbursement Methodology	Fee for service	Fee for Service
Units of service	Hour and Daily	Hour
Other Changes of Significance		<p>Adopt CMS Definitions and Activities</p> <p>Time limited service when member is not engaged in job development</p> <p>Reauthorization requirements</p> <p>Members must be engaged in a period of career exploration</p> <p>Plan for members to transition who do not wish to pursue integrated employment</p>
Provider Qualifications and Staffing Requirements	<p>The following providers may provide prevocational services:</p> <p>a. An agency that is accredited by the Commission on Accreditation of Rehabilitation Facilities as an organizational employment service provider or a community employment service provider.</p> <p>b. An agency that is accredited by the Council on Quality</p>	<p>a. The following providers may provide prevocational services:</p> <p>(1) An agency that is accredited by the Commission on Accreditation of Rehabilitation Facilities as an organizational employment service provider or a community employment service provider.</p> <p>(2) An agency that is accredited by the Council on Quality and Leadership.</p> <p>(3) An agency that is accredited by the International Center for Clubhouse Development.</p>

	<p>and Leadership in Supports for People with Disabilities.</p> <p>c. An agency that is accredited by the International Center for Clubhouse Development.</p> <p>d. An agency that is certified by the department to provide prevocational services under:</p> <p>(1) The home- and community-based services intellectual disability waiver pursuant to rule 441—77.37(249A); or</p> <p>(2) The home- and community-based services brain injury waiver pursuant to rule 441—77.39(249A).</p>	<p>(4) An agency that is certified by the department to provide prevocational services under:</p> <p>1. The home- and community-based services intellectual disability waiver pursuant to rule 441—77.37(249A); or</p> <p>2. The home- and community-based services brain injury waiver pursuant to rule 441—77.39(249A).</p> <p>b. Providers responsible for the payroll of members shall have policies that ensure compliance with state and federal labor laws and regulations, which include, but are not limited to:</p> <p>(1) Subminimum wage laws and regulations, including the Workforce Investment Opportunity Act.</p> <p>(2) Member vacation, sick leave and holiday compensation.</p> <p>(3) Procedures for payment schedules and pay scale.</p> <p>(4) Procedures for provision of workers’ compensation insurance.</p> <p>(5) Procedures for the determination and review of commensurate wages.</p> <p>c. Direct support staff providing prevocational services shall meet the following minimum qualifications in addition to other requirements outlined in administrative rule:</p> <p>1) A person providing direct support without line-of-sight supervision shall be at least 18 years of age and possess a high school diploma or equivalent degree. A person providing direct support with line-of-sight supervision shall be 16 years of age or older.</p> <p>2) A person providing direct support shall not be an immediate family member of the member.</p> <p>3) A person providing direct support shall, within 6 months of hire or within 6 months of May 4, 2016, complete at least 9.5 hours of employment service training as offered through DirectCourse or through the Association of Community Rehabilitation Educators (ACRE) certified training program.</p> <p>4) Prevocational direct support staff shall complete 4 hours of continuing education in employment services annually.</p>
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Service	<p>Supported Employment Supports to Maintain Employment</p> <p>Job Coaching</p> <p>Workplace Personal Care</p> <p>Enclave (group of 2 to 8 workers)</p> <p>Supports to maintain employment, including the following services provided to or on behalf of the member:</p> <ol style="list-style-type: none">1. Individual work-related behavioral management.2. Job coaching.3. On-the-job or work-related crisis intervention.4. Assistance in the use of skills related to sustaining competitive paid employment, including assistance with communication skills, problem solving, and safety.5. Assistance with time management.6. Assistance with appropriate grooming.7. Employment-related supportive contacts.8. On-site vocational assessment after employment.9. Employer consultation. <p>b. Setting. Supported employment may be conducted in a variety of settings, particularly work sites where persons without disabilities are employed.</p> <p>(1) The majority of coworkers at any employment site with more than two employees where members seek, obtain, or maintain employment must be persons without disabilities.</p> <p>(2) In the performance of job duties at any site where members seek, obtain, or maintain employment, the</p>	<p>Individual Employment Supports</p> <p>Individual supported employment.</p> <p>Individual supported employment involves supports provided to, or on behalf of, the member that enable the member to obtain and maintain individual employment. Services are provided to members who need support because of their disabilities.</p> <p>(1) Scope. Individual supported employment services are services provided to, or on behalf of, the member that enable the member to obtain and maintain an individual job in competitive employment, customized employment or self-employment in an integrated work setting in the general workforce.</p> <p>(2) Expected outcome of service. The expected outcome of this service is sustained employment, or self-employment, paid at or above the minimum wage or the customary wage and level of benefits paid by an employer, in an integrated setting in the general workforce, in a job that meets personal and career goals. Successful transition to long-term job coaching, if needed, is also an expected outcome of this service. An expected outcome of supported self-employment is that the member earns income that is equal to or exceeds the average income for the chosen business</p>	<p>Small Group Employment Supports</p> <p>Small-group supported employment services are training and support activities provided in regular business or industry settings for groups of two to eight workers with disabilities. The outcome of this service is sustained paid employment experience, skill development, career exploration and planning leading to referral for services to obtain individual integrated employment or self-employment for which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities.</p> <p>(1) Scope. Small-group supported employment services must be provided in a manner that promotes integration into the workplace and interaction between members and people without disabilities (e.g., customers, coworkers, natural supports) in those workplaces. Examples include but are not limited to mobile crews and other business-based workgroups employing small</p>	<p>Long Term Job Coaching</p> <p>Long-term job coaching. Long-term job coaching is support provided to, or on behalf of, the member that enables the member to maintain an individual job in competitive employment, customized employment or self-employment in an integrated work setting in the general workforce.</p> <p>(1) Scope. Long-term job coaching services are provided to or on behalf of members who need support because of their disabilities and who are unlikely to maintain and advance in individual employment absent the provision of supports.</p> <p>Long-term job coaching services shall provide individualized and ongoing support contacts at intervals necessary to promote successful job retention and advancement.</p> <p>(2) Expected outcome of service. The expected outcome of this service is sustained employment paid at or above the minimum wage in an integrated setting in the general workforce, in a job that</p>

	<p>member must have daily contact with other employees or members of the general public who do not have disabilities, unless the absence of daily contact with other employees or the general public is typical for the job as performed by persons without disabilities.</p> <p>(3) When services for maintaining employment are provided to members in a teamwork or “enclave” setting, the team shall include no more than eight people with disabilities.</p> <p>c. Service requirements. The following requirements shall apply to all supported employment services:</p> <p>(1) All supported employment services shall provide individualized and ongoing support contacts at intervals necessary to promote successful job retention.</p> <p>(2) The provider shall provide employment-related adaptations required to assist the member in the performance of the member’s job functions as part of the service.</p> <p>(3) Community transportation options (such as carpools, coworkers, self or public transportation, families, volunteers) shall be attempted before the service provider provides transportation. When no other resources are available, employment-related transportation between work and home and to or from activities related to employment may be provided as part of the service.</p> <p>(4) Members may access both services to maintain employment and services to obtain a job for the purpose of job advancement or job change. A member may receive a maximum of three job placements in a 12-month period and a maximum of 40 units per week of</p>	<p>within a reasonable period of time.</p>	<p>groups of workers</p> <p>with disabilities in employment in integrated business settings; and small-group activities focused on</p> <p>career exploration and development of strengths and skills that contribute to successful participation in</p> <p>individual community employment.</p> <p>(2) Expected outcome of service. Small-group supported employment services are expected</p> <p>to enable the member to make reasonable and continued progress toward individual employment.</p> <p>Participation in small-group supported employment services is not a prerequisite for individual supported employment services. The expected outcome of the service is sustained paid employment</p> <p>and skill development which leads to individual employment in the community.</p> <p>(3) Setting. Small-group supported employment services shall take place in integrated, community-based nonresidential settings</p>	<p>meets the member’s personal and career goals. An expected outcome of supported self-employment is that the</p> <p>member earns income that is equal to or exceeds the average income for the chosen business within a reasonable period of time.</p> <p>(3) Setting. Long-term job coaching services shall take place in integrated work settings. For self-employment, the member’s home can be considered an integrated work setting. Employment in</p> <p>the service provider’s organization (not including a sheltered workshop or similar type of work setting)</p> <p>can be considered employment in an integrated work setting in the general workforce if the employment</p> <p>occurs in a work setting where interactions are predominantly with coworkers or business associates who do not have disabilities, or with the general public, and if the position would exist within the provider’s organization were the provider not being paid to provide the job</p>
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	<p>services to maintain employment.</p> <p>d. Exclusions. Supported employment habilitation payment shall not be made for the following:</p> <p>(1) Services that are available under a program funded under Section 110 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (20 U.S.C. 1401 et seq.). Documentation that funding is not available under these programs shall be maintained in the file of each member receiving supported employment services.</p> <p>(2) Incentive payments made to an employer to encourage or subsidize the employer's participation in a supported employment program.</p> <p>(3) Subsidies or payments that are passed through to users of supported employment programs.</p> <p>(4) Training that is not directly related to a member's supported employment program.</p> <p>(5) Services involved in placing or maintaining members in day activity programs, work activity programs, or sheltered workshop programs.</p> <p>(6) Supports for volunteer work or unpaid internships.</p> <p>(7) Tuition for education or vocational training.</p> <p>(8) Individual advocacy that is not member-specific.</p> <p>78.27(11) Adverse service actions. a. Denial. Services shall be denied when the depart</p>	<p>(3) Setting. Individual supported employment services shall take place in integrated work settings. For self-employment, the member's home can be considered an integrated work setting. Employment in the service provider's organization (not including a sheltered workshop or similar type of work setting where members are paid for the production of goods or services) can be considered employment in an integrated work setting in the general workforce if the employment occurs in a work setting where interactions are predominantly with coworkers or business associates who do not have disabilities or with the general public.</p> <p>(4) Individual employment strategies include but are not limited to: customized employment, individual placement and support, and supported self-employment. Service activities are individualized and may include any combination of the following:</p> <ol style="list-style-type: none"> 1. Benefits education. 2. Career exploration (e.g., tours, informational interviews, job shadows). 3. Employment assessment. 4. Assistive technology assessment. 5. Trial work experience. 6. Person-centered employment planning. 7. Development of visual/traditional résumés. 8. Job-seeking skills training and support. 9. Outreach to prospective employers on behalf of the member (e.g., job development; negotiation with prospective 	<p>separate from the member's residence.</p> <p>(4) Service activities. Small-group supported employment services may include any combination of the following activities:</p> <ol style="list-style-type: none"> 1. Employment assessment. 2. Person-centered employment planning. 3. Job placement (limited to service necessary to facilitate hire into individual employment paid at minimum wage or higher for a member in small-group supported employment who receives an otherwise unsolicited offer of a job from a business where the member has been working in a mobile crew or enclave). 4. Job analysis. 5. On-the-job training and systematic instruction. 6. Job coaching. 7. Transportation planning and training. 8. Benefits education. 9. Career exploration services leading to career advancement outcomes. 10. Other workplace support services may include services not specifically related to job skill training that enable the waiver member to be successful in integrating into the individual or community setting. 11. Transportation of the member 	<p>coaching to the member.</p> <p>(4) Service activities. Long-term job coaching services are designed to assist the member with learning and retaining individual employment, resulting in workplace integration, and which allows for the reduction of long-term job coaching over time. Services are individualized, and service plans are adjusted as support needs change and may include any combination of the following activities with or on behalf of the member:</p> <ol style="list-style-type: none"> 1. Job analysis. 2. Job training and systematic instruction. 3. Training and support for use of assistive technology/adaptive aids. 4. Engagement of natural supports. 5. Transportation coordination. 6. Job retention training and support. 7. Benefits education and ongoing support. 8. Supports for career advancement. 9. Financial literacy and asset development. 10. Employer consultation and support. 11. Negotiation with employer on behalf of the member (e.g., accommodations; employment conditions; access to natural
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		<p>employers to customize, create or carve out a position for the member; employer needs analysis).</p> <p>10. Job analysis (e.g., work site assessment or job accommodations evaluation).</p> <p>11. Identifying and arranging transportation.</p> <p>12. Career advancement services (e.g., assisting a member in making an upward career move or seeking promotion from an existing employer).</p> <p>13. Reemployment services (if necessary due to job loss)</p> <p>14. Financial literacy and asset development.</p> <p>15. Other employment support services deemed necessary to enable the member to obtain employment.</p> <p>16. Systematic instruction and support during initial on-the-job training including initial on-the-job training to stabilization.</p> <p>17. Engagement of natural supports during initial period of employment.</p> <p>18. Implementation of assistive technology solutions during initial period of employment.</p> <p>19. Transportation of the member during service hours.</p> <p>20. Initial on-the-job training to stabilization activity.</p> <p>(5) Self-employment. Individual employment may also include support to establish a viable self-employment opportunity, including home-based self-employment. An expected outcome of supported self-employment is that the member earns income that is equal to or exceeds the average income for the chosen business</p>	<p>during service hours.</p>	<p>supports; and wage and benefits).</p> <p>12. Other workplace support services may include services not specifically related to job skill training that enable the waiver member to be successful in integrating into the job setting.</p> <p>13. Transportation of the member during service hours.</p> <p>14. Career exploration services leading to increased hours or career advancement.</p> <p>(5) Self-employment long-term job coaching. Self-employment long-term job coaching may include support to maintain a self-employment opportunity, including home-based self-employment.</p> <p>In addition to the activities listed under subparagraph 78.27(10)“b”(4), assistance to maintain</p> <p>self-employment may include:</p> <p>1. Ongoing identification of the supports necessary for the individual to operate the business;</p> <p>2. Ongoing assistance, counseling and guidance to maintain and grow the business; and</p> <p>3. Ongoing benefits education and support.</p>
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		<p>within a reasonable period of time. In addition to the activities listed under subparagraph 78.27(10)“a”(4), assistance to establish self-employment may include:</p> <p>1. Aid to the member in identifying potential business opportunities.</p> <p>2. Assistance in the development of a business plan, including identifying potential sources of business financing and other assistance in developing and launching a business.</p> <p>3. Identification of the long-term supports necessary for the individual to operate the business.</p>		<p>(6) The hours of support for long-term job coaching are based on the identified needs of the member as documented in the member’s comprehensive service plan</p>
Reimbursement Methodology	Fee schedule	Fee Schedule	Fee Schedule	Fee Schedule
Units of service	Hour	Hour	<p>Tier 1= 1 contact/month</p> <p>Tier 2 = 2-8 hours/month</p> <p>Tier 3 = 9-16 hours/month</p> <p>Tier 4 = 17-25 hours/month</p> <p>Tier 5 = 26 or more hours per month</p>	<p>15 minute Unit</p> <p>Tier 1= Groups of 2-4</p> <p>Tier 2 - Groups of 5-6</p> <p>Tier 3 -Groups of 7-8</p>
Other Changes of Significance		<p>(1) Community transportation options (e.g., transportation provided by family, coworkers, carpools, volunteers, self or public transportation) shall be identified by the member’s interdisciplinary team and utilized before the service provider provides the transportation to and from work for the member. If none of these options are available to a member,</p>		

		<p>transportation between the member’s place of residence and the employment or service location may be included as a component part of supported employment services.</p> <p>(2) Personal care or personal assistance and protective oversight may be a component part of supported employment services, but may not comprise the entirety of the service.</p> <p>(3) Activities performed on behalf of a member receiving long-term job coaching or individual or small-group supported employment shall not comprise the entirety of the service.</p> <p>(4) Concurrent services. A member’s individual service plan may include two or more types of nonresidential services (e.g., individual supported employment, long-term job coaching, small-group supported employment, prevocational services, and day habilitation); however, more than one service may not be billed during the same period of time (e.g., the same hour).</p> <p>(5) Integration requirements. In the performance of job duties, the member shall have regular contact with other employees or members of the general public who do not have disabilities, unless the absence of regular contact with other employees or the general public is typical for the job as performed by persons without disabilities.</p> <p>(6) Compensation. Members receiving these services are compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities. For supported self-employment, the member earns income that is equal to or exceeds the average income for the chosen business within a reasonable period of time. For small-group supported employment, if the member is not compensated at or above minimum wage, the compensation to the member shall be in accordance with all applicable state and federal labor laws and regulations.</p> <p>e. Limitations. Supported employment services are limited as follows:</p> <p>(1) Total monthly costs of supported employment may not exceed the monthly cap on the cost of waiver services set for the individual waiver program.</p> <p>(2) In absence of a monthly cap on the cost of waiver services, the total monthly cost of all supported employment services may not exceed \$3,029.00 per month.</p> <p>(3) Individual supported employment is limited to 240 units per calendar year.</p> <p>(4) Long-term job coaching is limited in accordance with 441—subrule 79.1(2).</p>
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Provider Qualifications and Staffing Requirements	<p>The following agencies may provide supported employment services:</p> <p>a. An agency that is certified by the department to provide supported employment services under:</p> <p>(1) The home- and community-based services intellectual disability waiver pursuant to rule</p>	<p>a. The following agencies may provide supported employment services:</p> <p>(1) An agency that is certified by the department to provide supported employment services under:</p> <p>1. The home- and community-based services intellectual disability waiver pursuant to rule 441—77.37(249A); or</p> <p>2. The home- and community-based services brain injury waiver pursuant to rule 441—77.39(249A).</p> <p>(2) An agency that is accredited by the Commission on Accreditation of Rehabilitation Facilities as an organizational</p>

	<p>441—77.37(249A); or</p> <p>(2) The home- and community-based services brain injury waiver pursuant to rule</p> <p>441—77.39(249A).</p> <p>b. An agency that is accredited by the Commission on Accreditation of Rehabilitation Facilities as an organizational employment service provider or a community employment service provider.</p> <p>c. An agency that is accredited by the Council on Accreditation of Services for Families and Children.</p> <p>d. An agency that is accredited by the Joint Commission on Accreditation of Healthcare Organizations.</p> <p>e. An agency that is accredited by the Council on Quality and Leadership in Supports for People with Disabilities.</p> <p>f. An agency that is accredited by the International Center for Clubhouse Development</p>	<p>employment service provider or a community employment service provider.</p> <p>(3) An agency that is accredited by the Council on Accreditation.</p> <p>(4) An agency that is accredited by the Joint Commission.</p> <p>(5) An agency that is accredited by the Council on Quality and Leadership.</p> <p>(6) An agency that is accredited by the International Center for Clubhouse Development.</p> <p>b. Providers responsible for the payroll of members shall have policies that ensure compliance with state and federal labor laws and regulations, which include, but are not limited to:</p> <p>(1) Subminimum wage laws and regulations, including the Workforce Investment Opportunity Act.</p> <p>(2) Member vacation, sick leave and holiday compensation.</p> <p>(3) Procedures for payment schedules and pay scale.</p> <p>(4) Procedures for provision of workers’ compensation insurance.</p> <p>(5) Procedures for the determination and review of commensurate wages.</p> <p>c. Direct support staff providing individual or small-group supported employment or long-term job coaching services shall meet the following minimum qualifications in addition to other requirements outlined in administrative rule:</p> <p>(1) Individual supported employment: bachelor’s degree or commensurate experience, preferably in human services, sociology, psychology, education, human resources, marketing, sales or business. The person must also hold nationally recognized certification (ACRE or College of Employment Services (CES) or similar) as an employment specialist or must earn this credential within 24 months of hire.</p> <p>(2) Long-term job coaching: associate degree, or high school diploma or equivalent and 6 months’ relevant experience. A person providing direct support shall, within 6 months of hire or within 6 months of May 4, 2016, complete at least 9.5 hours of employment services training as offered through DirectCourse or through the ACRE certified training program. The person must also hold or obtain, within 24 months of hire, nationally recognized certification in job training and coaching.</p> <p>(3) Small-group supported employment: associate degree, or high school diploma or equivalent and 6 months’ relevant experience. A person providing direct support shall, within 6 months of hire or within 6 months of May 4, 2016, complete</p>
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		<p>at least 9.5 hours of employment services training as offered through DirectCourse or through the ACRE certified training program. The person must also hold or obtain, within 24 months of hire, nationally recognized certification in job training and coaching.</p> <p>(4) Supported employment direct support staff shall complete 4 hours of continuing education in employment services annually</p>	
Service	<p>Job Development</p> <p>The activities provided to the member may include job procurement training, including grooming and hygiene, application, résumé development, interviewing skills, follow-up letters, and job search activities; job retention training, including promptness, coworker relations, transportation skills, disability-related supports, job benefits, and an understanding of employee rights and self-advocacy; and customized job development services specific to the member</p>	Covered under both individual employment supports and group employment supports	Covered under both individual employment supports and group employment supports
Reimbursement Methodology	Outcome payment ,	See above	See above
Units of service	1 job placement		
Provider Qualifications and Staffing Requirements	See above		
Service	<p>Employer Development</p> <p>Employer development services may be provided only to members who are reasonably expected to work for no more than 10 hours per week.</p>	Covered under both individual employment supports and group employment supports	Covered under both individual employment supports and group employment supports

	The services provided may include: developing relationships with employers and providing leads for individual members when appropriate; job analysis for a specific job; development of a customized training plan identifying job-specific skill requirements, employer expectations, teaching strategies, time frames, and responsibilities; identifying and arranging reasonable accommodations with the employer; providing disability awareness and training to the employer when it is deemed necessary; and providing technical assistance to the employer regarding the training progress as identified on the member’s customized training plan		
Reimbursement Methodology	Outcome payment ,		
Units of service	1 job placement		
Service	Enhanced Job Search Enhanced job search activities are associated with obtaining initial employment after job development services have been provided to the member for a minimum of 30 days or with assisting the member in changing jobs due to layoff, termination, or personal choice	Covered under both individual employment supports and group employment supports	Covered under both individual employment supports and group employment supports